



South Carolina Department of Health
and Environmental Control

Office of Solid Waste Reduction and Recycling Request for Proposals FY07 Solid Waste Reduction and Recycling Grant Corrugated Cardboard Recycling Program

December 12, 2005

Program Overview

The purpose of the Solid Waste Reduction and Recycling Grant program is to increase the state's recycling rate and to reduce the per capita municipal solid waste (MSW) disposal rate.

For the FY07 grant cycle, the Office of Solid Waste Reduction and Recycling is targeting corrugated cardboard containers (OCC). The goal of the OCC Grant is to increase the amount of OCC that is recovered from businesses, residences, schools, multi-family housing, offices and/or institutions.

Cardboard containers are one of the most recycled and recyclable commodities yet according to the US Environmental Protection Agency (EPA), paper represents more than 40% of the material landfilled every year. But cardboard doesn't have to end up in the landfills. The South Carolina Solid Waste Management Annual Report (2004) reports that corrugated cardboard was recycled more than any other item. Almost all of the counties and most of the cities that have recycling programs collect and market corrugated cardboard, and recycling outlets are readily available throughout SC from multi-family units, businesses, schools and other large quantity generators.

EPA estimates that in 2003, 29% of cardboard in the municipal solid waste (MSW) stream is not recovered for recycling. In South Carolina, as a conservative estimate, that would make an additional 130,000 tons of material available for recycling from the MSW stream alone. The goal of the FY07 OCC Recycling Grant is to assist local governments to systematically divert as much of this available cardboard as possible.

Budget: Anticipated awards will be in the \$25,000 to \$50,000 range, although larger or smaller requests will be considered.

General Guidelines

1. Grants will not be provided to any local government or region that has not demonstrated a good faith effort to meet the requirements of the S.C. Solid Waste Policy and Management Act of 1991 (Act).
2. Local governments must have submitted the appropriate reports as required by the Act to DHEC in order to participate in the program. Required reports may include, but are not limited to, a complete Solid Waste Management Plan, an annual SWM Progress Report, full-cost disclosure documentation and quarterly grant reports.
3. Grants will not be provided for projects not consistent with the local county Solid Waste Plan.
4. Each local government may submit **only one Solid Waste Reduction and Recycling Grant proposal under this Request for Proposals**. Applications for multiple programs will not be considered.
5. The Office must receive one electronic copy or five hard copies by 5:00 p.m. on April 7, 2006. Proposals received after the deadline will not be considered. Incomplete proposals will not be considered. Faxed proposals will not be considered.
6. The applicant must be able to provide documentation of ownership or present a signed lease agreement for any land that may be used in conjunction with the project proposed.

Application Process

DHEC's Office of Solid Waste Reduction and Recycling (Office) is accepting proposals from South Carolina local governments for the implementation or expansion of waste reduction and/or recycling projects.

Application deadline is April 7, 2006. The preferred method of application is via e-mail as a Word or WordPerfect document. As an alternative, applicants may submit to the Office five hard copies. The Office must receive all applications not later than 5:00 p.m. on April 7, 2006.

Multiple submittals: Each local government may submit **only one Solid Waste Reduction and Recycling Grant proposal under this Request for Proposals**. Applications for multiple programs will not be considered.

Eligibility: Any county, city, town or other local government in South Carolina that provides solid waste services is eligible to apply for grant funding.

Regional proposals may be submitted by a group of counties or local governments provided they have submitted a complete regional solid waste management plan to DHEC. Informal regions may apply but must submit a Memorandum of Agreement that designates one eligible local government to administer the funds.

Applicants that have failed to comply with DHEC reporting requirements will not be considered for awards (see Guidelines below).

Pre-application Process: Prior to submitting an application, a local government representative must contact the Office's grant staff to arrange a technical assistance consultation. Grant applications will not be reviewed if the applicant has not consulted with staff.

Review and Award Process: Awards will be made on a competitive basis. Proposals will be reviewed by a grant panel made up of staff and outside advisors. The panel will assign points to each proposal using the evaluative criteria described below. Proposals will then be ranked and funding awarded according to ranking.

Recommendations will be made to the South Carolina Solid Waste Advisory Council for final approval. Grant offers will be made in writing to the applicants. Grant awards will be made for a term of not more than 12 months.

Note: This solicitation does not commit the state to award a grant, to pay any cost incurred in the preparation of the proposal, or to procure or contract for articles of goods or services. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.

Submittal Instructions

- Proposals may be submitted electronically, mailed **or** hand delivered.
- One electronic copy or five hard copies must be received by the Office no later than 5:00 p.m. on April 7, 2006.
- Postmark dates will not be taken into consideration.
- Proposals received after the deadline will not be considered.
- Incomplete proposals will not be considered.
- Fax copies will not be considered.

Option #1 - Electronic submittals **should be e-mailed to** swgrants@dhec.sc.gov

Option #2 - Hard copies should be **mailed to:**

SCDHEC BLWM
Office of Solid Waste Reduction
2600 Bull St.
Columbia, SC 29201

Option #3 - Hand delivered, **hard copies should go to:**

SCDHEC BLWM
Stern Business Center,
8911 Farrow Rd. Columbia, SC
Phone: 803/896-4200

--Do **not** mail proposals to this address--

Proposal Contents

1. Applicant's name, project contact person and all contact information.
2. A description of the applicant's recycling program. Include:
 - a. a brief history of your program,
 - b. a description of the collection methods used, including curbside programs and drop-off programs,
 - c. a map indicating general service area, drop-off locations and areas served by curbside or commercial recycling programs,
 - d. a list of all commodities collected in both curbside and drop-off programs, and
 - e. a brief description of your education program (describe materials distributed and community activities used to promote recycling and waste reduction).

NOTE: A detailed brochure may be substituted for items b-d above as appropriate.

3. A clear, detailed description of the project for which funds are being sought. Include an explanation of how the project will lead to an increase in the amount of cardboard collected and how it will be integrated with the existing infrastructure. As part of your detailed project description, please address all points described in the evaluative criteria section.
4. A projection of the **volume of material** expected to be recovered and a description of the **source(s)** of the materials such as, schools, businesses, multi-family housing, commercial, government offices/agencies, institutions, residences, etc.
5. A detailed budget for the project, including grant funds requested, matching funds available, in-kind contributions and any other contributions. Include a detailed explanation of each item listed in the budget.
6. A detailed timeline for the project.
7. A description of how the project will be sustained beyond the grant period. Indicate source(s) of future funding, expected staffing levels and anticipated education/outreach activities.

Expenses Considered May Include	Targeted Sources/Clients	Anticipated Awards
<ul style="list-style-type: none"> • Dedicated compactors • Storage/transport containers • Balers • Shed/Buildings and related expenses • Electrical needs • Public education to promote cardboard program • Infrastructure for new sources (businesses, schools, etc.) • Trailers • Loading equipment • Data collection for program economics • Other related expenses 	<ul style="list-style-type: none"> • Schools • Multi-Family Housing Units • Commercial • Government • Offices/Agencies • Institutions • Residences • Industrial 	<p>Anticipated range: \$25,000-\$50,000 per award, but will consider larger or smaller proposals.</p>

Evaluative Criteria Corrugated Cardboard Recycling Program

The evaluative criteria will be used to assign point value to all proposals. Grant awards will be made based on a ranking by point value. The Office strongly recommends that applicants review their proposals thoroughly to ensure that each criterion is addressed.

Program Outcome	Point value: (0 to 45)
<ul style="list-style-type: none"> • Proposal clearly explains the project for which funds are being sought. • Proposal clearly indicates the additional tonnages or volume of material expected to be recovered from the targeted source(s) as a result of the equipment or services explained in this grant. 	

Commitment to recycling goals	Point value: (0 to 20)
<ul style="list-style-type: none"> • Proposal clearly demonstrates the applicant's effort to reach the state's recycling and waste reduction goals through actions such as implementation of recycling programs, dedication of recycling personnel, use of public awareness programs, expansion of commodities collected and outreach to schools or businesses. • Proposal clearly outlines the applicant's determination to provide sufficient financial resources and personnel to complete the project and maintain operation of the project beyond the grant period. 	

Cost justification	Point value: (0 to 20)
<ul style="list-style-type: none"> • A clear description of costs is provided in the proposal. • A clear description of each budget item is provided in the proposal. • The cost of the project is reasonable and appropriate relative to description provided by applicant. 	

Regional cooperation	Point value: (0 to 5)
<ul style="list-style-type: none"> • The proposal is submitted by a group of counties in South Carolina that has prepared, approved and submitted a regional solid waste management plan to DHEC pursuant to Section 44-96-80 (Solid Waste Policy and Management Act) OR by two or more local governments that submit a Memorandum of Agreement detailing plans to work cooperatively under the scope of the grant proposal. • Proposal clearly describes a benefit to be derived as a result of a cooperative program. 	

Integration of existing infrastructure	Point value: (0 to 10)
<p>Applicant clearly explains how the proposed project makes use of existing infrastructure and complements existing programs.</p>	